see ADP
Info to DDS
file

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27 JUL 1964

MEMORANDUM FOR: Assistant Director for Computer Services

SUBJECT : Computer Services Anticipated for
Fiscal Years 1965 and 1966

In compliance with the DDS Administrative Notice No. 66-4
concerning the forecasting of Computer Services, the Office of
Security requirements are submitted on the attached list as re-
quested.

SIGNED
Howard J. Osborn
Director of Security

Attachment:
List of OS Computer
Service Requirements

cc: DDS

Distribution:
Orig. & 1 - Addressee
1 - DDS
1 - Chrono
1 - File ([ ] ADP) ✓

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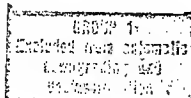25X1 ES/OS: [ ] ttc (24 July 64, [ ])

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OFFICE OF SECURITY

COMPUTER SERVICE REQUIREMENTS

A. Currently the Office of Security is utilizing the Office of Computer Services on the following projects:

    1. Conversion of the Master Security Index File to punch card for future name searching by computer on a daily basis.

    2. A monthly computer analysis of the processing of Overt Security Investigation Cases and the Status of Cases in Process.

    3. Monthly listings by computer of holders of Special Clearances.

    4. A monthly computer analysis of Special Clearances granted, changed and withdrawn.

    5. The annual printing by computer of several thousand cards, each with a unique, randomized safe combination for use Agency-wide.

    6. Monthly listings by the RCA computer of the badge issuances Agency-wide.

B. Among the foregoing monthly report programs (#2, 3, 5, & 6) there is a need, during FY 1965, for some changes to meet new requirements. Also, this Office has need and plans for the following new projects during the next year:

    1. The current conversion of the Master Index (#A-1, above) was originally developed with the intent that its accomplishment would readily permit the addition of several related appendages. The immediate expansion of that computer program will include the:

    a. Conversion of several thousand SRS cards that are cross referenced in the SRD index.

    b. Inclusion of the punched paper tape record of more than 40,000 inactive Security case files retired to the Records Center.

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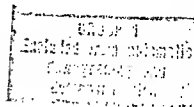
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c. Establishment of a standard case processing control system on all cases (overt, covert, and operational) as a by-product of new cards being entered into the automated master index. Such a centralized control would eliminate existing controls in offices at

25X1 Headquarters

d. The central case control is planned to revise the monthly Status and Analysis Reports (#A-2, above) and provide Office-wide production statistics and case progress reports to eliminate several such bookkeeping activities necessary in various components.

2. The current conversion of the Master Index encourages prompt machine language conversion of the polygraph index files (60,000 cards) and the Security Research Staff index (40,000 cards). The combined availability would multiply the individual potential of these Security files. Also, the creation of a program for controlled, compartmented retrieval from three integrated Security Index files would vividly demonstrate a little understood EDP concept of automated record compartmentation.

3. Establishment of an electronic link with other Government agencies will increase the speed and efficiency of conducting National Agency Name Checks.

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5. The current computer program on Special Clearances (#A-3, above) should be modified to meet a new requirement to control and identify the special clearances of the many committees and panels servicing this Agency and the Executive Office of the President in highly specialized and sensitive areas.

6. Currently undergoing evaluation in the Office of Computer Services is an application from the Special Security Center for a computer oriented "Special Clearance Billet System" whereby timely control may be exercised over special access requests or issuances not matched against authorized billets.

7. Recent developments have prompted a need for a ready reference of all individuals who held Special Clearances and have been debriefed. That provision is not now part of the program (#A-3, above).

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Office of Computer Services is appraised of the project and the related computer support which may develop.

9. Requirements inspired by Representative Moss' Subcommittee hearings include a need for an index and statistics of categories of information disclosed in polygraph security interviews. Retrieval of statistics and their analysis upon demand at irregular periods necessitates that the data be ADP oriented.

10. Security investigations and counterintelligence requirements can be better completed with information from Security files provided electronically in detail or in summary. Special Research Projects can be mounted more successfully and faster with the availability of searches for specific information, such as approvals or disapprovals by type or degree, and with personnel assignment and historical data to answer the inquiries as to "who was where and when."

11. The administration of the Office of Security Career Service Board and other Security Committees would be improved by a computer supplied "Qualifications Register of Security Personnel."

12. Conversion to machine language of the U. S. Intelligence Board Security Committee card file now maintained by this Office. This file of selected security and counterintelligence topics of special problem areas is assembled for the mutual exchange of the intelligence community members. Increased dissemination of this information periodically and on demand is a USIB requirement.

C. Anticipated computer needs of this Office during FY 1966 are as follows:

1. A periodic computer analysis of the issuance and use of Agency badges (i.e., foreign visitors, temporary, lost, forgotten badges, and where, when, and by whom). At present an annual report on certain badges is provided by the RCA computer. This is an outgrowth of a punch card system and could be enlarged and made more profitable without too much re-programming.

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2. An annual report on the accident statistics concerning Agency personnel. Such statistics to be broken down by first aid accidents and lost time accidents with additional information as to type of accident, agency components, etc.

3. A monthly analysis and statistical report of Security violations by type and component. This report would be accumulative for an annual report and would be part of the Office Function report.

4. A punch card file and periodic listings of Security personnel including assignment, location, cover, documentation, and so forth are required by operational needs.

5. Periodic listings of Agency Staff personnel are required to facilitate operations of various components.

6. Reports on the Functions of the Office of Security include statistics of case processing and other operational activities from which monthly and annual reports develop. Budget estimates, workload projections, and personnel requirements are established from such reports. The expansion of the Case Control System (#A-2 and B-1c, above) can provide such reports. Additional data from several functional areas of the Office can be included. With computer accumulated statistics the monthly, annual, and comparative progress reports can be automatically provided. The components could then provide smaller narrative reports of the exceptional situations and developments.

7. Compilation of statistics at the completion of each fiscal year could include activities of previous years from the above reports. Case load comparisons, analysis, and projections by computer could provide a month-by-month breakdown for each component and field office to determine the necessary manpower for proper staffing.

8. The Office of Security administrative control requirements include need for:

    a. Quarterly reports of OS personnel serving on other T/O's.

    b. Listings of personnel on standby travel status and the degree of availability (Passport, ID cards, medical, etc.)

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   c.   Current listings of contract employees, confidential cor-
respondents, and contract stenographers.

   d.   Current listings of OS hospitalization cards issued and type
of Cover used.

   e.   Current listings of credentials issued, dates, cover, etc.

9.   The control of the disposal of Security records and the analysis of
the Security forms program are two files now accomplished through a
punch card system.   This should be computer oriented with the view of
possible Agency-wide application.

10.   The manual control and reference of the Security [   ]   25X1
program could be converted to a punch card system for manual use and
periodic computer analysis.

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